

## BUILDING SERVICES MANAGEMENT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3350	Assistant Superintendent of Building Services	03	026	6 mo.	05/07/97
3349	Superintendent of Building Services	03	026	6 mo.	05/07/97

Promotional Line: 293

### Series Narrative

Employees in this series manage or assist in the management of building service functions (such as area cleaning, floor treatment, window washing, elevator operations, refuse collection and disposal, and other related services) on a campus.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Assistant Superintendent of Building Services** **3350**

Employees at this level assist in the supervision of building service functions, such as those listed above. The employees work under administrative supervision from a designated administrative official.

An Assistant Superintendent of Building Services typically--

1. interviews, selects, trains, and orients building service personnel
2. plans and coordinates building service activities and determines staff needs for each housekeeping and building service operation
3. conducts comparative product tests and estimates effectiveness of new products, equipment, and techniques
4. assists in the development of standard work loads
5. advises superior concerning supply needs, replacement schedules for machines, and related operational functions
6. evaluates work performance of employees supervised
7. assists in the development of budget requests and manages expenses involved in building service programs
8. assumes duties and responsibilities of section head in his absence
9. performs other related duties as assigned

**Level II: Superintendent of Building Services****3349**

Employees at this level direct and are responsible for building service functions, including those listed above. The employees work under administrative supervision from designated administrative officials.

A Superintendent of Building Services typically--

1. develops, administers, and supervises an effective, efficient cleaning program for all university buildings
2. directs the procurement and training of subordinate supervisory staff needed to carry out objectives and practices of building service operations
3. establishes working schedules and work load regulations and approves methods to accomplish accepted standards of cleaning
4. selects, secures, and is responsible for the distribution and maintenance of mechanical equipment, cleaning supplies, and tools
5. develops budgets for building service programs, manages expenditure of funds, and adjusts functions to operate within limits of budget
6. coordinates assigned services with other departments and adapts programs to fluctuating needs of university personnel
7. maintains continuing review and evaluation of housekeeping standards, procedures, and work methods by means of periodic inspections and special studies of problems that arise
8. performs other related duties as assigned

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO****Level I: Assistant Superintendent of Building Services****3350****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Any one or any combination to the following types of preparation:
  - (a) credit for progressively more advanced college course work leading to a major in any field
  - (b) work experience having full responsibility for the supervision, work assignments, and control of employees performing institutional housekeeping duties (such as a fore-person in institutional custodial operations)

that totals 1.0 unit according to the following conversion rates:

Bachelor's degree (or 120 semester hours) of "a" = 1.0 unit

three years of “b” = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. three years of work experience in the supervision and/or management of institutional housekeeping programs, in addition to the training/experience required in #1 above

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of housekeeping techniques and procedures used in commercial, institutional, and/or university building services
2. working knowledge of safety principles, practices, and techniques
3. supervisory ability

#### **Level II: Superintendent of Building Services**

**3349**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following types of preparation:
  - (a) credit for progressively more advanced college course work leading to a major in any field
  - (b) work experience having full responsibility for the supervision, work assignments, and control of employees performing institutional housekeeping duties (such as a fore-person in institutional custodial operations)

that totals 1.0 unit according to the following conversion rates:

Bachelor’s degree (or 120 semester hours) of “a” = 1.0 unit

three years of “b” = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combination of the different types of preparation.

2. five years of work experience in the management of institutional housekeeping programs, three of which may have been in a supervisory capacity, in addition to the training/experience required in #1 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of housekeeping techniques and methods used in commercial, institutional, and/or university building services
2. ability to plan, direct, and coordinate housekeeping programs and building service operations
3. supervisory ability